



Vacancy Announcement
U.S. Embassy
Algiers, Algeria

Vacancy nouncement
59-2006

OPEN TO: All Interested Candidates
POSITION: OBO/OSI Clerk – Grade 6
OPENING DATE: December 9, 2006
CLOSING DATE: Open until filled
WORK HOURS: Full-time; 40 hours/week
COMPENSATION: DA 586,837* (grade 6)

*This represents the total annual compensation including salary, bonus and benefits.

NOTE: ALL ORDINARILY RESIDENT APPLICANTS MUST BE RESIDING IN COUNTRY AND HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

Note: The duration of contract for this position is six months.

Basic Function of the Position:

The incumbent:

- provides administrative support for day-to-day office functions
- performs all level of clerical and related work pertaining to security investigations and liaison with Regional Security Office staff

Major Duties and Responsibilities:

The incumbent:

- establishes and maintains a case tracking system for sensitive investigations, including but not limited to pre-employment suitability, renewal of current employment and clearances, and criminal record checks as directed by the RSO or a designate **30%**
- performs administrative functions such as time and attendance submittal/tracking, document retrieval and filing, document copying, official document faxing to host government entities, tracking office equipment, ordering supplies and equipment, and arranging for office equipment maintenance **30%**
- provides translation of newspaper articles and security related correspondence **15%**

- enters information from summary reports on terrorist activities into established data bases for future reports on terrorist trends and criminal activities **10%**
- types reports and other correspondence for Security Investigators, the RSO, and other members of the RSO staff **10%**
- Performs other related duties as assigned **5%**

Required Qualifications:

1. **Education:** Completion of secondary school is required.
2. **Past work experience:** One to one-year and a half experience in office clerical and secretarial work is required.
3. **Post entry training:** On the job training
4. **Language proficiency:** Level III English ability is required. Level IV French (fluent) and Arabic are required.
5. **Job knowledge:** Knowledge of office procedures and organizations. Some familiarity with Algerian laws and regulations is required
6. **Skills and abilities:** Level II typing (40 words per minute) is required. Working knowledge of word processing and use of related computer software, currently Windows, Ms Word and Excel. Use of office equipment such as fax machine and copiers is required

Position Elements:

1. **Supervision Received:** Supervised by senior OSI investigator
2. **Supervision Exercised:** None
3. **Available Guidelines:** FAM, FAH and standardized RSO regulations
4. **Exercise of Judgment:** None
5. **Authority to make commitments:** None
6. **Nature, level and purpose of contacts:** Local police, low-level Algerian officials, other security personnel and embassies
7. **Time expected to reach full performance level:** One year

Additional Selection Criteria:

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are NOT eligible to apply.
3. EFM's who currently hold an FMA appointment are ineligible to apply for advertised positions within the first 90 calendar days of that appointment.

Selection Process

Eligible Family Members and U.S. Veterans will be given preference when considered equally qualified for Embassy Vacancy Announcements. Therefore it is essential that the candidates address the required qualifications as specified in the application.

To Apply:

Interested applicants for this position must submit (1) and (2) below:

1. Preliminary Documentation

- Current Resume. A current resume or curriculum vitae that provide the same information as an OF-612.
- Letter of Interest. You must attach to the letter:
 - References: Provide contact information (i.e. name, address, phone number, email address) for three (3) current and/or previous supervisors.
 - Indication as to whether you are currently employed with the Embassy and whether you have a relative currently working within the Mission. If so, provide their contact information (i.e. name, address, phone number, email address).

2. Proof of education.

- Copies of relevant diplomas or degrees (as required) by the position.
- Any other documentation that addresses the qualification requirements of the position as listed above. Applicants should make sure to send copies of their documents and not originals as we cannot ensure to return them back.

Interested applicants may choose to submit the below application form with the packet detailed in (1) and (2). Alternatively they can wait to do so until required in the hiring process.

3. Employment Application Form.

- All prospective employees must complete an Embassy application form (usually the Federal Employment OF-612, available at the HR Office).
- Can be submitted if selected for an interview.

Unless the above documents are submitted, applications will not be considered

Point of Contact:

Submit Application to: **Human Resources Office**

Attention: OBO/OSI Clerk, Vacancy Announcement 59-2006

Point of Contact: Human Resources Office

Phone: 021-69-12-55 ext. 2226/2025/2096/2022

Fax: 021-69-39-79 or e-mail to **usembassyalgiers_app@state.gov**

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